

SENIOR CIVIL ENGINEER

DEFINITION

Supervises the project management section of the Engineering & Transportation Division; participate in the conduct of complicated engineering planning, design, and investigating activities; assists the Design & Construction Services Manager in the administration of the division.

DISTINGUISHING CHARACTERISTICS

The Senior Civil Engineer is a management position responsible to the Design & Construction Services Manager for oversight the project management section of the Engineering & Transportation Division, which manages the more complex, professional engineering work requiring a substantial level of training and experience. In the absence of the Design & Construction Services Manager, the Senior Civil Engineer acts as the Design & Construction Services Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Design & Construction Services Manager.

Provides direct and indirect supervision of management, professional, and technical personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

1. Plans, organizes, directs, manages and reviews the work of the project management section of the Engineering and Transportation Division.
2. Supervises the changes and modifications to construction contract documents and in the resolution of contract disputes and claims. Consults with project managers, contractors, builders, engineers, and public agencies on problems relating to the design, construction, and maintenance of public works projects.
3. Consults with and advises the Design & Construction Services Manager or other key management staff on problems relating to the project management section or areas of responsibility.
4. Pursues, under general direction, federal and state grant-funding to expedite and/or supplement the funding of public works projects.
5. Coordinates design and construction activities with other City departments, divisions, sections, outside agencies, and with contractors and suppliers.

ESSENTIAL DUTIES (continued)

6. Prepares project statements outlining the scope of the project, design criteria, available data, background, scheduling, coordination, and financing for public works projects.
7. Provides project management of the Capital Improvement projects. Reviews the work and provides general supervision for the preparation of plans, specifications, cost estimates, and for the administration of construction contracts.
8. Reviews project design plans prepared by staff, other divisions, consultants, and other agencies for compliance with City policies and procedures.
9. Supervises the screening, selection, and supervision of consultants for professional services for the development of plans and specifications, studies, and reports.
10. Supervises, trains, and evaluates professional, and technical employees. Conducts interviews and makes recommendations concerning personnel issues.
11. Performs additional administrative duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Engineering principles, methods, and practices as applied in the planning, design, and construction of public works projects.
- B. Current methods and techniques related to the development and implementation of contracts, agreements, plans, specifications, procedures, and management associated with public works projects.
- C. Modern developments, current literature, and sources of information regarding the area of engineering.
- D. Applicable laws and regulations relevant to design and construction in the area of assignment.
- E. City policies and procedures of concern to property owners, contractors, consultants, and others when dealing with the City on engineering matters.
- F. Principles of supervision, management, training, and performance evaluation.
- G. Plan, organize, supervise, delegate responsibilities, train, and evaluate levels of achievement and performance for personnel engaged in engineering and inspection work.

Ability to:

- H. Organize projects, set priorities, and meet deadlines.
- I. Prepare and present clear and concise reports.
- J. Prepare and direct the preparation of agreements, plans, specifications, and legal contracts.
- K. Deal effectively with individuals and groups from a variety of socio-economic, ethnic, and cultural backgrounds.
- L. Make sound engineering decisions and independent judgments.
- M. Research and analyze data using both automated and manual information systems.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years experience in professional engineering work in area of assignment, including one year of supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in civil engineering or a closely related field.

License or Certificate

Possession of a Certificate of Registration as a professional civil engineer in the State of California.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: ability to move about in a general office environment, to access a computer and to make presentations.

PROBATIONARY PERIOD: One year

788CS68

December 2002

AAP GROUP: 2

FPPC STATUS:

FLSA STATUS: